



# **Real Ones EstateCommunity School Student Handbook& Policy Manual**

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# Welcome to Real Deal Real Estate School Overview

Our mission is to empower students with the knowledge, tools, and ethical foundation to succeed in real estate licensing, investing, and professional practice.

## Contact Information



**Lead Instructor**

Email: [loweta@economicmasnry.com](mailto:loweta@economicmasnry.com)

**\*Course Instructors' contact information provided once assigned**

## Programs and Courses Offered

We offer the following programs

Tuition or Grant	Free
<ul style="list-style-type: none"> <li>• Wholesaling</li> <li>• Flipping</li> <li>• Creative Financing</li> <li>• Land Development</li> <li>• Property Management</li> <li>• Real Estate Note Investing</li> </ul>	<ul style="list-style-type: none"> <li>• Joining the Real Ones Real Estate Group</li> <li>• Friday Real Deal Class</li> </ul>

Course descriptions and schedules are published on the website and the enrollment portal.

## **Admission & Enrollment Policy**

### **Eligibility Requirements**

- Purchase or receive a grant for the course
- Agree to the schedule, enrollment agreement, and policies
- Ability to access required technology for online courses

### **Enrollment Process**

1. Complete enrollment application
2. Submit payment or grant approval
3. Sign the Student Enrollment Agreement and policies
4. Receive course access and orientation

## **Tuition, Fees, and Payment Policy**

### **Tuition**

**Tuition rates are listed on the website or enrollment form and may vary by program.**

### **Payment Methods**

- Credit/Debit Cards
- ACH/Bank Transfer
- Financing or installment plans (if offered)

### **Late Payments**

Late payments may result in suspension of course access and will incur late fees.

## **Refund and Cancellation Policy**

**Refer to the Refund and Cancellation Policy Agreement signed during enrollment.**

**Key terms include:**

- Refund eligibility is three days before the course start date
- Limited or no refunds after course start
- Administrative fees are non-refundable

## **Attendance and Participation Policy**

### **Online Courses**

Students must log on to class, complete modules, homework, quizzes, and required interaction to meet expectations of completion.

### **Attendance Records**

The school maintains attendance records for records and compliance to the attendance policy. Only one week of class can be missed and made up with the exception of an emergency with Loweta's approval or you will be dropped from the course with no refund.

## **Academic Standards and Grading**

### **Completion Requirements**

- Complete all modules and homework
- Pass quizzes and final exams with minimum score: 80%

### **Academic Integrity**

Cheating, plagiarism, or misrepresentation will result in disciplinary action including dismissal.

## **Student Conduct and Code of Ethics**

**Students must:**

- Treat instructors and classmates respectfully
- Follow school policies and instructions
- Refrain from harassment, discrimination, or disruptive behavior

**Violations may result in warnings, suspension, or termination.**

## **Technology and Online Learning Policy**

**Students are responsible for:**

- Reliable internet access
- Compatible devices
- Maintaining login security

**Sharing login credentials is prohibited and may result in termination.**

## **Privacy and Data Protection Policy**

The school collects student data for enrollment, instruction, and regulatory compliance.

### **Data Use**

- **Student records are confidential and not sold to third parties**

## **Intellectual Property Policy**

All course materials, videos, workbooks, and digital content are proprietary. Students receive a limited license for personal educational use only.

**Unauthorized distribution is prohibited.**

## Licensing Disclaimer

Completion of a course does not guarantee:

- Passing a state licensing exam
- Employment or income

Students are responsible for effort or meeting state licensing requirements when licensing classes become available.

## Instructor and Staff Roles

### Instructors

Provide curriculum, instruction, and student support.

### Administrative Staff

Handle enrollment, payments, records, and regulatory reporting (when it applies).

## Complaint and Dispute Resolution

Students should submit complaints in writing to:

Email:

Naleesha Brown

[naleeshabrown.realdealcoach@gmail.com](mailto:naleeshabrown.realdealcoach@gmail.com)

camikiariddle.realdealcoach@gmail.com

If unresolved, students may contact

Loweta Gonzales

[loweta@economicmasonry.com](mailto:loweta@economicmasonry.com)

## **Termination and Dismissal Policy**

The school may terminate enrollment for:

- Non-payment
- Academic dishonesty
- Policy violations
- Misconduct or harassment

## **Accessibility and Non-Discrimination Policy**

The school does not discriminate based on race, color, religion, sex, disability, age, or national origin.

Reasonable accommodations may be provided upon request.

## **Marketing, Media, and Testimonials Policy**

Students may be photographed or recorded for marketing unless they opt out in writing.

## **Policy Updates and Amendments**

The school reserves the right to update policies. Students will be notified via email or LMS.

# Community & Leadership Conduct Agreement

This agreement outlines the expected behavior, responsibilities, and commitments of all leadership committee members and students participating in the Real Deal Community Real Estate School, including meetings via Zoom, Slack, and other platforms. By signing this document, you commit to uphold the standards of professionalism, accountability, and integrity essential to the success of our community.

## Attendance & Punctuality

### Mandatory Attendance

Members are expected to attend all scheduled meetings, classes, and events unless prior notice is given.

### Notice of Absence

If unable to attend, members must provide \*\*at least 24 hours notice via email or designated communication channels.

### Missed Classes

Failure to notify within 24 hours will be considered a missed class without valid reason, potentially impacting your leadership or student status.

## Communication Protocols

### Respectful Conduct

All communication on Zoom, Slack, and other platforms must be respectful, professional, and constructive.

### Responsiveness

Members are expected to respond to messages and requests in a timely manner, typically within 24 hours.

### Confidentiality

Respect the privacy and confidentiality of community information at all times.

**Responsibilities & Expectations****Active Participation**

Engage actively in meetings, discussions, and community activities.

**Leadership Role**

Leadership members must model exemplary behavior, support others, and uphold community values.

**Accountability**

Members are responsible for their commitments and actions.

**Consequences of Non-Compliance****Missed Classes without Notice**

Repeated failure to notify or attend may result in:

- Removal from leadership roles
- Removal from the community or program as a student

Failure to adhere to communication and participation standards:\*\* May also lead to corrective action or removal.

**Agreement & Signature**

By signing below, I acknowledge that I have read, understood, and agree to abide by the above conduct policies. I understand that failure to comply may result in removal from my leadership role or membership in the community.



**Real Deal Real Estate School**

**Instructor Handbook & Policy Manual**

## **Instructor Roles and Responsibilities**

**Instructors are responsible for:**

- Delivering approved curriculum and lesson plans
- Maintaining instructional quality and professionalism
- Recording attendance and participation
- Evaluating student performance and grading assessments
- Supporting student questions and learning outcomes

## **Instructor Qualifications**

**Instructors must:**

- **Complete instructor onboarding and training**
- **Agree to the Community and Leadership Conduct Agreement**
- **Maintain continuing education requirements by attending Friday Real Deal Classes and completing assignments**

## **Curriculum and Teaching Standards**

### **Teaching Guidelines**

- **Follow approved curriculum and learning objectives**
- **Use interactive teaching methods when possible**
- **Ensure accuracy and up-to-date real estate law and practices**

### **Prohibited Practices**

- **Guaranteeing exam passage or income outcomes**
- **Teaching unapproved or misleading content**

- **Providing legal or tax advice beyond general education**

## **Classroom and Online Instruction Policies**

### **Online**

- Monitor student participation
- Ensure identity verification (if required)
- Maintain LMS records and timestamps

## **Student Evaluation and Grading**

- **Quizzes, assignments, and final exams must follow school grading policies**
- **Minimum passing score: 80%**
- **Provide timely feedback to students**

## **Code of Conduct for Instructors**

### **Instructors must:**

- **Treat students respectfully**
- **Avoid harassment, discrimination, or conflicts of interest**
- **Maintain professional boundaries**
- **Avoid solicitation of students for unrelated business ventures (unless approved)**

## **Confidentiality and Data Protection**

### **Instructors must protect:**

- Student records and personal information
- Proprietary school materials

## **Intellectual Property Policy**

All course content created for the school is owned by the school unless otherwise agreed in writing or given permission by Loweta to share with students.

## **Instructor Compensation and Contracts**

Compensation terms are outlined in the Instructor/Trainer Agreement.

## **Performance Review and Discipline**

**Instructors are subject to:**

- Periodic evaluations
- Student feedback reviews
- Disciplinary action for policy violations